

23 April 1974

MEMORANDUM FOR: Chief, O/DD/I Management Staff
25X1A

ATTENTION :

SUBJECT : Parking Permits

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1. It is requested that one additional North Lot Reserved Parking Permit be allotted to COMIREX for use by N [REDACTED] Executive Secretary. Although [REDACTED] had joined a carpool, his hours of work are so uncertain as to make it impossible for him to adhere to a regular carpool schedule.

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2. It is also requested that 3 North Lot Lane Permits be allotted for use by other members of the COMIREX and ICRS Staff who have not been able to find carpools because of their work hours or who have not been able to adhere to the schedule of carpools they have joined.

3. Because their activities involve collection system operational tasking, these officers cannot function properly if regimented by a set schedule of arrival and departure. The nature of their business requires flexibility to be able to respond to short-deadline requests for support, to stay until immediate needs are met, as well as to try to keep up with an extremely heavy load of day-to-day business which frequently cannot be accomplished in a normal eight-hour day with the limited personnel resources available. Denial of the extra work hours most members of the COMIREX staff were voluntarily contributing in the pre-carpool days has already seriously impacted on production capabilities and will continue to do so unless additional parking permits can be provided for our staff.

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[REDACTED]

Chairman